CA-PMM

Project Name: Cal-GIS

OCIO Project #: 0502-001
Department: Office of the State chief Information Officer
Revision Date: 7/3/09

Status Report

Progress Report -- Team Member to Project Manager

Current Task Summary

Task or Deliverable	Scheduled Completion Date	Actual Completion Date	Issues?
Pre-Project Documentation Complete	2/13/09	5/5/09	Processing delay of IAA
Contract Development/Award Complete	4/20/09	5/1/09	
Project Initiation Complete	4/21/09	6/16/09	Processing delay of MSA

Accomplished this week
Project Planning Phase has begun, including; Project kick-off, delivery of the detailed Project Plan for the Contractor (Baker) effort, Identification of business area contacts for interviews, intial development of interview questions.

Planned/Scheduled Completion in Next Two Weeks
1) Baker will submit interview questions to OCIO for review, 2) Context for interviews should be finalized by OCIO, 3) Baker will coordinate with OCIO to verify that venues have been contacted and are available for the desired interview dates, 4) Confirm date that OCIO will send invitations to attendees, 5) OCIO will review/approve Project Management Plan.

Status Summary	Yes/No	Explanation
Will all assigned tasks be accomplished by their due date?	N	Due to the delay in the contract approval process, the project initiation phase was delayed.
Are there any planned tasks that won't be completed?	N	
Are there problems which affect your ability to accomplish assigned tasks?	N	
Do you plan to take time off that is not currently scheduled?	N	

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Status of Assigned Issues

Issue Number	Description	Due Date	Status
1	Delay in processing of Inter Agency Agreement - Natural Resources	2/13/09	Closed: completed 05/5/09
2	Delay in processing of GIS MSA	4/21/09	Closed:completed 6/16/09
3	Delay in processing of Inter Agency Agreement - Ca. Dept. of Public Health	6/30/09	Closed: completed 06/30/09

Status Report – Project Manager to Sponsor

Current Status Report

Questions	Yes/No	Cause	Impact	Action Required
1. Were recent milestones completed on schedule?	No	Delay in Procurement	Possible delay in Contractor deliverables	Monitor Contractor deliverables
2. Were any key milestones or deliverables rescheduled?	Yes	Delay in Procurement	Possible delay in Contractor deliverables	Monitor Contractor deliverables
3. Was work done that was not planned?	No			
4. Were there any changes to scope?	No			
5. Were tasks added that were not originally estimated?	No			
6. Were any tasks or milestones removed?	No			
7. Were any scheduled tasks not started?	Yes	Delay in Procurement	Possible delay in Contractor deliverables	Monitor Contractor deliverables
8. Are there any new major issues?	No			
9. Are there any staffing problems?	No			

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Look Ahead View

Questions	Yes/No	Impact	Action Required
1. Will upcoming critical path milestones or deliverables be delayed?	Yes	Possible delay in initial deliverables, should not affect overall schedule.	Closely monitor scheduled deliverables
2. Do any key milestones or deliverables need to be rescheduled?	Yes	Possible delay in initial deliverables, should not affect overall schedule.	Closely monitor scheduled deliverables
3. Is there any unplanned work that needs to be done?	No		
4. Are there any expected or recommended changes to scope?	No		
5. Are there any tasks not originally estimated that will need to be added?	No		
6. Are there any tasks or milestones that should be removed from the plan?	No		
7. Are there any scheduled tasks whose start will likely be delayed?	Yes	The project Initiation/Planning phases have experinced delays, however this is	Closely monitor scheduled deliverables
8. Are any major new issues foreseeable?	No		
9. Are any staffing problems anticipated?	No		

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Current Status and Accomplishments:
Describe deliverables completed and milestones met during **this reporting period.**
The Target Date(s) reflect the original project schedule within the Feasibility Study Report (FSR), the Forecast Date(s) reflect the current project schedule provided by the Contractor (Baker). Baker will be gathering and analyzing current available public domain data in order to establish the Minimum Essential Dataset (MEDS). Due to delays in processing the contract the Initiation and Planning phases were delayed, it is anticipated that the Execution phase will be completed as scheduled. Reorting Period - Deliverables Completed: Pre-Project

Project Milestones:
List key milestones and their dates from the project schedule.

Milestone	Target Date	Forecast Date	Status	Cause & Impact to Implementation Date	Date Completed
Project Planning - Scope/Documentation	4/30/09	8/31/09	Forecast date per revised Project	Cause: Procurement delay, Impact: minimal delay to	
Data Migration/Plan Procurement	5/22/09	12/10/09	Forecast date per revised Project	Cause: Procurement delay, Impact: minimal delay to	
Project Execution	3/15/10	3/15/10	Pilot to be completed		

Variances

Check the appropriate box for each project element listed below. Please describe the actions you plan to take for those items marked "Caution" or "Significant Variance".

	On Plan <5%	Caution 5-10%	Significant Variance >10%	Action Required
Schedule		X		Closely monitor Contractor Project Plan schedule
Milestones		X		Monitor Project Plan schedule in meeting project milestones
Deliverables		X		Monitor Project Plan schedule in meeting project deliverables
Resources		X		Monitor Project Schedule
OneTime Cost	X			
Continuing Cost	X			

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Status Reports – Sponsor to Steering Committee

Summary Milestones and Highlights

Project Milestones:
List key milestones and their dates from the project schedule. Explain in issues section if a milestone's status is behind.

Milestone	Target Date	Forecast Date	Status	If Delayed, Impact to Implementation Date	Date Completed
Project Planning - Scope/Documentation	4/30/09	8/31/09	Forecast date per revised Project	Cause: Procurement delay, Impact: minimal delay to	
Data Migration/Plan Procurement	5/22/09	12/10/09	Forecast date per revised Project	Cause: Procurement delay, Impact: minimal delay to	
Project Execution	3/15/10	3/15/10	Pilot to be completed		

Variances
Check the appropriate box for each project element listed below. Please describe the actions you plan to take for those items marked "Caution" or "Significant Variance".
*   *Priority of schedule, scope, budget, and quality from Final Ranking established in the Priority Analysis*

	On Plan <5%	Caution 5-10%	Significant Variance >10%	Action Required
Schedule		X		Closely monitor Contractor Project Plan schedule
Milestones		X		Monitor Project Plan schedule in meeting project milestones
Deliverables		X		Monitor Project Plan schedule in meeting project deliverables
Resources		X		Monitor Project Schedule
One Time Cost	X			
Continuing Cost	X			

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Monitoring Vital Signs Scorecard

Vital Sign	Variance	Value	Your Score
1. Customer Buy-In	High Degree of Buy-In	0	0
	Medium Degree of Buy-In	1	
	Low Degree of Buy-In	2	
2. Technology Viability	Strong Viability	0	0
	Medium Viability	1	
	Weak Viability	2	
3. Status of the Critical Path (delay)	<5%	0	1
	5% to 10%	1	
	>10%	2	
4. Cost-to-Date vs. Estimated Cost-to-Date (higher)	<5%	0	0
	5% to 10%	1	
	>10%	2	
5. High-Probability, High-Impact Risks	0 to 3	0	0
	4 to 6	1	
	>6	2	
6. Unresolved Issues (on time resolution)	On time	0	0
	Late with no impact	1	
	Late impacting the critical path	2	
7. Sponsorship Commitment	Fully engaged	0	0
	Partially engaged	1	
	Inadequate enagement	2	
8. Strategy Alignment	Strong alignment	0	0
	Partial alignment	1	
	Weak or no alignment	2	
9. Value-to-Business	Strong	0	0
	Medium	1	
	Weak	2	

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10. Vendor Viability (provide rationale for the rating in the field following the scorecard)	Strong	0	**0**
	Medium	1	
	Weak	2	
11. Milestone Hit Rate (rate of achievement as planned)	>90% on time	0	**2**
	80-90% on time	1	
	<80% on time	2	
12. Deliverable Hit Rate (rate of production as planned)	>90% on time	0	**2**
	80-90% on time	1	
	<80% on time	2	
13. Actual vs. Planned Resources	>90% assigned and available	0	**0**
	80-90% assigned and available	1	
	<80% assigned and available	2	
14. Overtime Utilization (% of effort that is overtime)	<15%	0	**0**
	15-25%	1	
	>25%	2	
15. Team Effectiveness	Highly Effective	0	**0**
	Moderately Effective	1	
	Ineffective	2	
		Total	**5**

Green = 0 - 8
Yellow = 9 - 19
Red = 20+

Vendor Viability Rating Rationale

N/A; Project Planning phase initiated, Project schedule delivered 07/01.